

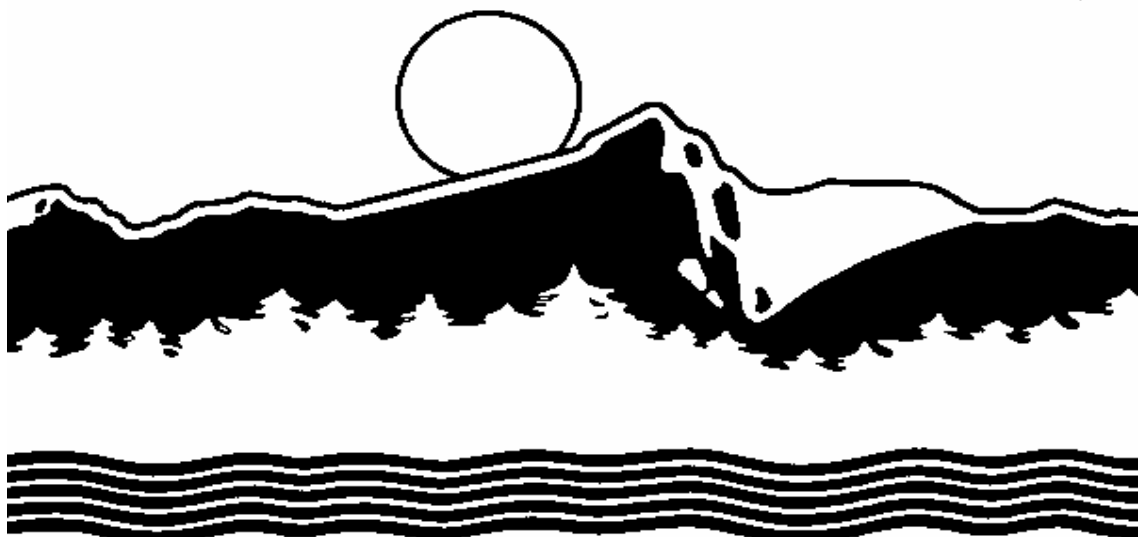
State of Montana

# VENDOR HANDBOOK

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GENERAL SERVICES DIVISION  
DEPARTMENT OF ADMINISTRATION

May 2003



## TO ALL INTERESTED VENDORS

Montana state government is one of the largest consumers of supplies and services in the state. This handbook is designed to acquaint you with the procedures governing the purchase of supplies and services by the State of Montana and to explain the standard terms and conditions applicable to the procurement process.

The General Services Division of the Department of Administration has the overall responsibility for the procurement of supplies and services for state government. Building construction is the responsibility of the Architecture and Engineering Division within the Department of Administration (406) 444-3104; highway and bridge construction is managed through the Department of Transportation (406) 444-6215.

The foundation of the state's procurement process for supplies and services is found in the Montana Code Annotated (Title 18) and the Administrative Rules of Montana (Title 2, chapter 5).

We encourage all qualified vendors to offer their supplies and services to the State of Montana. Our website is located at <http://gsd.mt.gov>. We welcome your questions or comments.

Sincerely,

MARVIN EICHOLTZ  
Administrator, General Services Division

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# DIRECTORY

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Website address: <http://gsd.mt.gov>

## State Procurement Bureau

General Assistance	(406) 444-2575
Fax	(406) 444-2529
Street Address:	Room 165, Mitchell Building 125 North Roberts Street
Mailing Address:	PO Box 200135 Helena, MT 59620-0135

## Property and Supply Bureau

General Assistance	(406) 495-6000
Fax	(406) 495-6001
Street Address:	930 Lyndale Avenue
Mailing Address:	PO Box 200137 Helena, MT 59620-0137

## Print and Mail Services Bureau

General Assistance	(406) 444-3053
Fax	(406) 443-2212
Street Address:	920 Front Street
Mailing Address:	PO Box 200132 Helena, MT 59620-0132

**Regular office hours are Monday-Friday, 8 a.m. to 5 p.m., Mountain Time**

# COMMONLY ASKED VENDOR QUESTIONS

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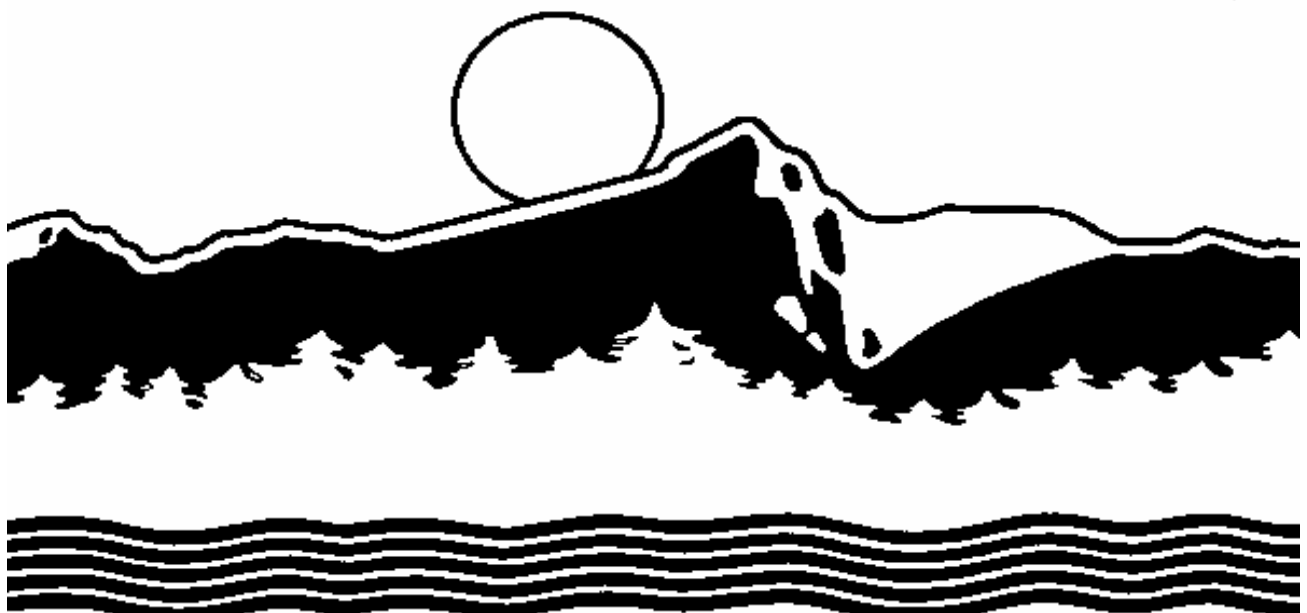
- 1. Can't there be some exception for a late bid/proposal?** No. Even if the reason for the lateness of the submitted bid or proposal is beyond the control of the vendor, the bid/proposal will be rejected. Bids/proposals must be received at the proper address, by the time and date specified in the document. We encourage vendors to have their bid/proposal documents scheduled to *arrive at the designated location at least 24 hours in advance of the deadline to avoid problems such as flight or delivery delays*. If fax submissions are permitted, the entire document must be *received*, not just *transmitted*, by the designated time/date/place.
- 2. Why didn't I receive a copy of your last bid/proposal?** Because of the large number of vendors on the State of Montana Vendors List, we mail bid/proposal requests to what we deem to be a sufficient number of vendors to ensure competition. Vendors are selected to be included in the mailing by specific request of an agency and/or by random selection. In order to be aware of the bids and proposals over \$25,000 currently being solicited by the State, vendors are encouraged to utilize our website at <http://gsd.mt.gov/osbs/Default.asp> for the latest posting of bids and proposals.
- 3. How can I see the results of a bid opening?** Award information is available at the following website address: <http://gsd.mt.gov/business/contractawards.asp>. In addition, vendors are welcome to attend any bid opening and view the bids received. Vendors may also visit the state office responsible for the bid opening to review the bid tabulation sheets. Vendors interested in the results of a bid opening for contracted printing through the Print and Mail Services Bureau may submit a self-addressed, self-stamped envelope along with their bid.
- 4. What information contained in my Request for Proposal response is available to my competitors?** Due to a ruling by the Montana Supreme Court in late May 1998, all of the contents of requests for proposals are open for public inspection with few exceptions. Proposal documents are considered "open" after the time set for receipt of the proposals. In addition, the public may attend all meetings of the evaluation committees that involve competing offerors or an evaluation process. Only legitimate trade secrets (those meeting the requirements of Title 30, chapter 14, part 4, MCA) and certain financial information may be withheld from public inspection.
- 5. Why can't I fax you a copy of my bid security?** Bid security and contract performance security instruments are only valid if a vendor submits an *original* document to us. A promise to submit the original document after the faxed copy is received by the deadline is not sufficient.
- 6. How and when does the State pay for its purchases not made with a charge card?** By statute, the State has to pay for its purchases within 30 days, unless other provisions have been incorporated into the purchase order. The 30 days start running upon receipt of the supplies/services or upon receipt of a properly executed invoice, whichever is

later. A state warrant is issued in payment of the supplies/services received. If you have any questions on payment, contact the agency listed on the purchase order.

**7. How do agencies use your “charge card?”** Montana state agencies are strongly encouraged to use the State’s purchasing card for purchases under \$5,000. Vendors accepting the card receive their payment within 72 hours compared to the 30 days mentioned above.

**8. Is there an expiration date for my vendor registration?** No. Generally, once you register as a vendor, unless you are debarred from doing business with the State, or fail to keep your company information, such as address and phone numbers current, you remain registered as a vendor. Periodically, the State will undertake a general revision of the State Vendors List. If you do not respond when notified of this revision, you will be removed as a registered vendor at that time.

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# HOW TO REGISTER AS A VENDOR

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## The Vendor Registration Form

If you are interested in selling a supply or service (other than commercial printing) to the State of Montana, complete the enclosed Vendor Registration form and return it to: State Procurement Bureau, Department of Administration, Room 165 Mitchell Building, PO Box 200135, Helena MT 59620-0135. To complete the section titled "Vendor Quote Group Selection," refer to the Vendor Quote Groups/Items listing that identify the supplies or services you can provide to the State of Montana.

In order to do business with the State of Montana, individuals and businesses will be required to submit a federal identification number to comply with IRS reporting requirements.

**Please note that the State does not send out letters confirming vendor approval due to the large number of vendors requesting registration on our vendor list.**

All questions regarding the State of Montana Vendors List should be directed to [bbelling@mt.gov](mailto:bbelling@mt.gov). Please include your company's name, address and federal identification number and vendor number when appropriate.

If you are interested in providing commercial printing to the State of Montana, please call (406) 444-3053 for a special registration form and process.

## Getting Selected to Receive Bids and Proposals

Once a vendor's registration is received, the vendor will be placed on the State Vendors List. When the State Procurement Bureau receives a purchase request from an agency, we will solicit bids and proposals from this list. However, being placed on the Vendors List does not mean that you will receive notification of *all* appropriate requests for bids or proposals. Due to the size of the list, the State Procurement Bureau will only solicit bids or proposals from a sufficient number of vendors to ensure adequate competition. Solicitations are sent to vendors specifically requested by the ordering agency; additional vendors are selected through the use of random selection procedures. Keep in mind, however, that all bids and proposals over \$25,000 are posted on our website at <http://gsd.mt.gov/osbs/Default.asp>.

## Electronic Bid/Proposal Information

We encourage vendors to utilize the State's website to monitor state procurement needs. The site lists all of the General Services Division's and several other state agency's current requests for bids and proposals over \$25,000. By utilizing this system, vendors may learn of bids and proposals they did not initially receive. Questions regarding access to this system can be directed to (406) 444-3322. Our home website address is: <http://gsd.mt.gov> and our e-mail address is [spb@mt.gov](mailto:spb@mt.gov).

## **New Product Line?? Address Change??**

It is the vendor's responsibility to notify the State Procurement Bureau of any changes to their vendor registration information. Any changes or additions, such as a change of address or an additional commodity to offer, require completion of a new application form. Vendor registration forms can be found on our website at <http://gsd.mt.gov/business/vendorregistrationhandbook.asp> or may be obtained by calling (406) 444-2575 and requesting copies. Failure to keep company information current can result in removal from the State Vendors List.



# HOW THE STATE OF MONTANA PURCHASES

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The State of Montana has specific procurement procedures based on the estimated value and type of commodity being sought by the using agency.

## **Purchases of \$5,000 or Less (“Small Purchases”)**

If the estimated value of a purchase is \$5,000 or less, the individual agency may purchase the item directly from a vendor (unless the purchase involves printing or specific controlled commodities).

## **Purchases between \$5,001 and \$25,000 (“Limited Solicitation”)**

If the estimated value of a purchase is between \$5,001 and \$25,000, the individual agency may purchase the item using informal documented competition. We encourage, but do not require, agencies to use our Vendors List for these purchases.

## **Purchases over \$25,000 (Formal Competitive Requirements)**

If the estimated value of the purchase will exceed \$25,000, a formal competitive method must be used to procure the item. The State of Montana utilizes two formal procedures -- an **Invitation for Bid (IFB)** or a **Request for Proposal (RFP)**.

### **Invitation for Bid (IFB)**

An “Invitation for Bid” is used when a state agency knows precisely what supplies or services it wishes to purchase. The IFB will contain technical specifications and a formal bid closing date/time, which the vendor must comply with in order to be considered for award. Contracts, in most cases, are awarded to the bidder submitting the lowest, responsible bid price.

Interested vendors and the public are invited, but not required, to attend the formal opening of the bids at the time and place listed in the IFB. Normally, no decisions related to an award will be made at the bid opening in order to allow the State the opportunity to analyze the submitted bids for compliance with the specifications, terms, and conditions of the IFB.

Vendors are encouraged to visit the state office responsible for the bid opening to review the bid tabulation sheets. The State Procurement Bureau posts its contract awards on our website at <http://gsd.mt.gov/business/contractawards.asp>. Commercial printers interested in bid tabulations submitted to Print and Mail Services Bureau should submit a self-addressed, self-stamped envelope with the bid submission.

### **Request for Proposal (RFP)**

A “Request for Proposal” is typically used for complex procurements. It is often used when a state agency needs to consider factors, in addition to cost, in obtaining the required supply or service. The RFP will state the relative importance of all evaluation factors.

The RFP process permits negotiation of proposals, including prices, at the State's discretion. A formal proposal closing date/time will be specified.

**Special Note:** Vendors should be aware that due to a ruling by the Montana Supreme Court in late May 1998, all of the contents of requests for proposals are open for public inspection with few exceptions. Proposal documents are considered "open" after the time set for receipt of the proposals. In addition, the public may attend all meetings of the evaluation committees that involve competing offerors or an evaluation process. Only legitimate trade secrets (those meeting the requirements) of Title 30, chapter 14, part 4, MCA) and certain financial information may be withheld from public inspection.

## **Contracting Methods Used by the State**

There are three types of contracting methods used by the State in making purchases. The procurement official selects the appropriate contract method.

A **Purchase Order** is typically used when making a one-time purchase and formalizes the purchase transaction with a vendor. The purchase order will contain the quantity, description, and price of the supplies or services desired, applicable terms for payment, dates of performance, transportation terms, and any other factors pertinent to the purchase and its execution by the vendor.

A **State-wide Term Contract** is used for supplies or services commonly used by state agencies. These contracts are awarded by IFB or RFP for a specific period of time, with the ability to extend in annual intervals for a predetermined period. This extension is dependent on the agreement of both parties. The State issues both "exclusive" and "non-exclusive" term contracts.

"Exclusive term contracts" are "open-ended" and impose no obligation on the State other than the requirement to purchase whatever quantities as may be required during the period of the contract from the successful contractor(s), unless otherwise stated. Be sure to note that receipt of a contract does not authorize shipment; the contract holder may only ship after an order has been received from a state agency.

"Non-exclusive term contracts" are also "open-ended," but pose no obligation on the State to purchase from the successful contractor. However, we strongly encourage agencies to use these "non-exclusive term contracts" because of the ease of making a competitively priced purchase.

A **Vendor Contract** is the same as a state-wide term contract except that it is written exclusively for a particular agency or agencies.

## Special Procurement Situations

Vendors should be aware of three additional procurement situations that occur in state government that may affect when you receive IFBs or RFPs and how you respond to them.

A **Requisition Time Schedule** is a purchasing technique that the State uses to consolidate some of its commodity needs into a scheduled buying period. For example, vehicles are purchased twice a year for all state agencies. Each agency's requirements are listed separately for separate delivery/billing.

A **Cooperative Purchasing Agreement** permits local governments, school districts, and some non-profit organizations to purchase from Montana state contracts. If non-state agencies choose to utilize the state contracts, they are responsible for issuing the purchase order and processing payment directly to the vendor. When responding to an IFB or RFP, vendors may have the opportunity to note whether or not their bid or offer will be extended to non-state agencies. To determine which entities are eligible to purchase cooperatively from state contracts, see the Cooperative Purchasing Program at <http://gsd.mt.gov/local/cooperativepurchasingprogram.asp>.

**Special agency purchases** are those items delegated to particular state agencies to make without the involvement of the General Services Division regardless of the cost. Some of these purchases, such as training, may be made without utilizing competitive procurement procedures. Other commodities, such as food and clothing for state institutions, are competitively procured directly by the agency. In addition, some state agencies have the responsibility of handling the competitive procurement of their supply or service needs up to a certain dollar limit.

## How the State Evaluates and Awards Bids

In the case of an **Invitation for Bid**, the State will award a contract to the lowest responsible bidder meeting all of the criteria and specifications of the solicitation. However, the State reserves the right to reject any or all bids when it is in the best interest of the State.

In a limited number of circumstances, contract awards may be impacted by the **reciprocal preference** established by state statute (Mont. Code Ann. § 18-1-102). The State of Montana applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an Invitation for Bid for supplies or an Invitation for Bid for nonconstruction services for public works as defined in 18-2-401(9), MCA, but only in the event that federal funds are not involved in the anticipated purchase. In addition, a reciprocal preference is only applied if it will benefit a Montana resident bidder as defined in 18-1-103, MCA. For a list of states and countries that grant residency preference, see the General Services Division website at: <http://gsd.mt.gov/procurement/reciprocalpreference.asp>.

Cash discounts offered by a vendor for quick payment are encouraged but the discounts are not considered in evaluating the bids.

In the case of a **Request for Proposal**, the contract is awarded based on the criteria stated in the RFP.

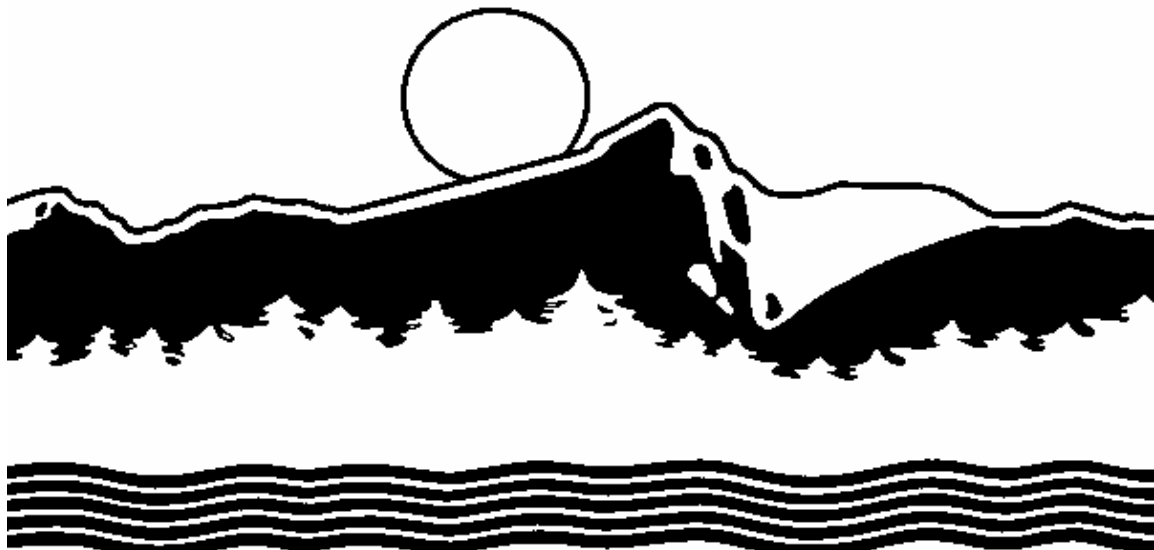
## Payment

After delivery of the supplies or services, the vendor must submit three copies of the invoice to the "Bill To" agency specified on the purchase order. The invoice, packing lists, and any correspondence must reference the purchase order or contract number. All payment terms will be computed from the date of delivery of the goods or receipt of a properly executed invoice, whichever is later. The State is allowed 30 days by statute to pay such invoices, unless other provisions have been incorporated into the purchase order. All contractors may be required to provide banking information at the time of contract execution in order to facilitate State electronic funds transfer payments.

When merchandise is received by the agency, it is inspected and checked against the specifications and a receiving report is prepared. The receiving report is matched with the vendor's invoice and the order form. If discrepancies are noted, the vendor will be contacted for correction.

In the instances involving purchases of \$5,000 or less, agencies may choose to utilize the State's purchasing card in which case, payment is made by the card company to the vendor within 72 hours.

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# HOW TO RESPOND TO BIDS AND PROPOSALS

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Vendors are encouraged to submit bids/offers for each IFB or RFP that they can supply in accordance with the specifications, terms, and conditions stated in the IFB/RFP. Bidders/offerors should carefully read the entire solicitation.

Currently, the State does not accept bids or proposals electronically. All bids must be submitted on the forms provided. The use of company bid forms containing terms and conditions, which are in conflict with those of the State, are not acceptable. The bid or proposal must be signed by an authorized representative. The bids and offers must be submitted in a sealed envelope or box with the IFB or RFP number and closing date in the upper left-hand corner just below the return address.

It is the vendor's responsibility to ensure that a bid or proposal is received by the issuing agency prior to the time and date specified. **Late bids will be rejected regardless of the degree of lateness or the reason for the delay, including causes beyond the control of the vendor.**

Facsimile copies of bids will be accepted only if they fully comply with all other conditions of the IFB and only if they are transmitted and received prior to the time and date set for receipt of bids. Facsimile copies of responses to an RFP will be accepted only on an exception basis with the *prior approval of the procurement official*.

Bids and proposals may be withdrawn prior to the bid/proposal opening time and date. Unless withdrawn, all submitted bids and proposals become the property of the State. Bids and proposals must be firm for 30 days, unless otherwise provided for in the IFB or RFP.

## Bid/Proposal Submission Checklist

Below is a checklist to use when preparing a bid or proposal. The list includes common errors made by bidders and offerors responding to IFBs and RFPs. **Please note that these instructions do not contain all applicable requirements and careful reading of the IFB and RFP is critical.**

- ◆ Review all standard terms and conditions
- ◆ Properly identify return envelope or box
- ◆ Sign your bid or offer on the front page
- ◆ Initial any bid or offer changes you make
- ◆ Submit bid security (if requested)
- ◆ Include literature (if requested)
- ◆ List contractor registration (if requested)
- ◆ Review and complete all listed requirements
- ◆ Bid F.O.B. destination (Ship to: address) Freight prepaid
- ◆ Have current Montana resident preference affidavit in place if applicable
- ◆ Sign and return with bid/proposal, the Acknowledgment of Addendum (if any)

## Bid and Contract Performance Security

Requiring security as a part of the bidding and award process is intended as protection for the State against the bad faith or failure of the bidders, offerors, and contractors. "Bid or proposal security" affords protection against a bid/offer being withdrawn after it has been opened. "Contract performance security" is required to provide for the fulfillment of the contract obligations.

If **bid or proposal security** is required, it will be stated in the IFB or RFP. The amount of security required is determined by the procurement official. At the time the bid or offer is submitted, the bidder or offeror must furnish the bid or proposal security in one of the following forms:

- ◆ A sufficient bond from a surety company licensed in Montana with a Best's rating of no less than A- and supplied on the State of Montana's designated form found at <http://gsd.mt.gov/procurement/forms.asp> and entitled "Bid or Proposal Bond"; or
- ◆ Lawful money of the United States;
- ◆ An irrevocable letter of credit not to exceed \$100,000 from a single financial institution and supplied on the State of Montana's designated form found at <http://gsd.mt.gov/procurement/forms.asp> and entitled "Irrevocable Letter of Credit"; or
- ◆ A cashier's check, certified check, bank money order, bank draft, certificate of deposit, or money market certificates drawn or issued by a federally or state-chartered bank or savings and loan association that is insured by or for which insurance is administered by the FDIC or that is drawn and issued by a credit union insured by the national credit union share insurance fund. Certificates of deposit or money market certificates will not be accepted as security for bid, proposal or contract security unless the certificates are assigned only to the State. All interest income from these certificates must accrue only to the contractor and not the State.
- ◆ Personal or business checks are not acceptable.

All securities must be assigned only to the State of Montana, including certificates of deposit and money market certificates. All interest income from these certificates must accrue only to the contractor and not the State of Montana. **Facsimile copies of securities are not acceptable.** Negotiable securities will be returned to the unsuccessful vendors after the award is made.

If **contract performance security** is required, the successful bidder/offeror's bid or proposal security will be held until the appropriate contract security is received by the requesting agency. The amount of security required is determined by the procurement official. It is generally required on all construction contracts and on service contracts in which a part of the contract price is for the payment of labor.

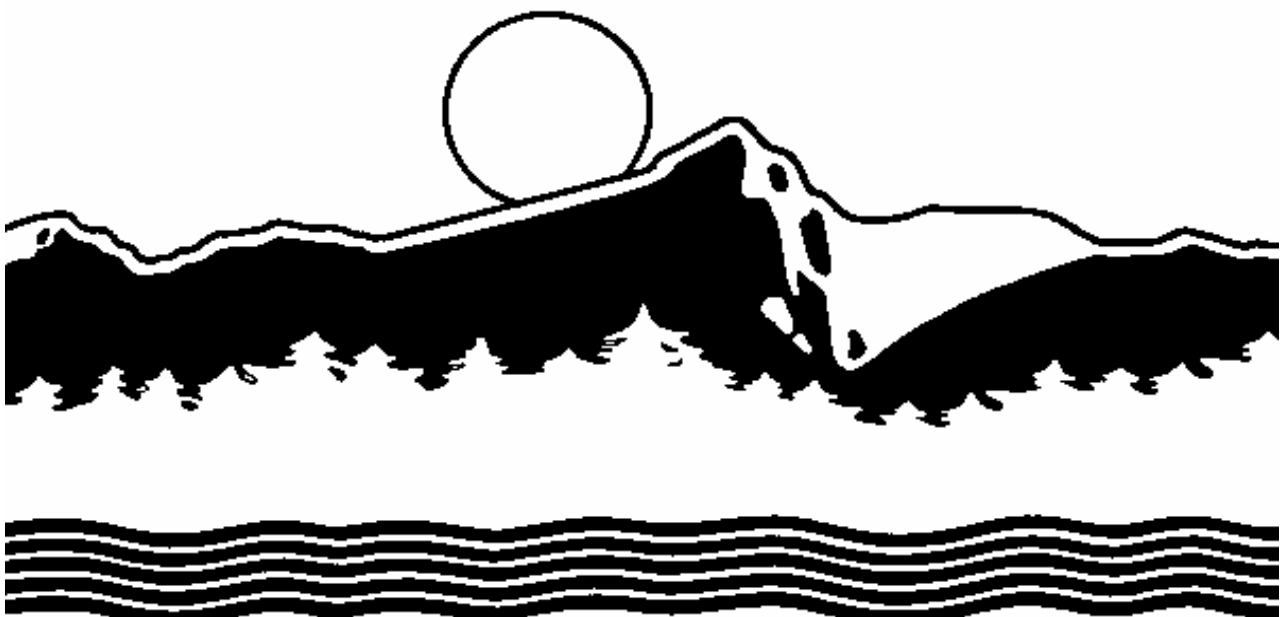
The types of securities accepted for contract performance security are the same as those listed above. All contract performance securities must be assigned only to the State of Montana and remain in effect for the entire contract period, unless otherwise noted.

Facsimile copies of the securities are not acceptable.

The security must provide that, if the bidder/offeror fails to perform any such obligations, the State of Montana may recover from either the bidder/offeror or the surety company (or both) all damages suffered because of the breach.

If contract security is required, the contractor may not start work until the security has been received and accepted.

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# GENERAL INFORMATION FOR VENDORS

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**All-or-None Bids:** All-or-none bids may be considered if clearly in the best interest of the State. All-or-none bids must contain item-by-item prices.

**Alternate Bids:** Vendors may submit alternate bids (a bid on supplies other than specified). Alternate bids are considered only if the vendor is the lowest responsible vendor on their primary bid. Bids must be clearly identified as “Primary” and “Alternate.”

**Back Orders:** If it is necessary to back order any item, the vendor must notify the receiving agency and advise them of the expected delivery or shipment date. If this date is not acceptable, the State may seek remedies for default.

**Bid Errors:** Prior to the opening of a bid or proposal, errors may be corrected by lining out and entering the substituted words or figures and initialed by the person signing the bid. No bid/proposal may be altered or amended after the bid/proposal opening. In the case of errors in the extension of a price, the unit price will prevail.

**Cancellation of Bids and Proposals:** The procurement official may cancel an IFB or RFP at any time.

**Contract Agreement:** The vendor's signature on the bid or proposal constitutes an offer to sell under the terms and conditions contained in the bid or proposal. The delivery of a State of Montana Purchase Order or Term Contract with the valid signature of the procurement official constitutes acceptance of the offer to sell and consummates the binding contractual agreement.

**Contractor Registration:** Contractors may be required to register with the Montana Department of Labor and Industry. If a particular bid or proposal requires such registration, please contact the Montana Department of Labor and Industry at (406) 444-7734.

**Correspondence Concerning Bids/Proposals:** Any questions concerning an IFB or RFP should be directed to the procurement official whose name and phone number appears on the IFB or RFP and include the bid or proposal number and the opening date as stated.

**Default by Vendor:** In the case of any default of the vendor, the State of Montana may procure the supply or service from other sources and hold the vendor responsible for any damages incurred including, but not limited to, excess costs or handling charges. The State has the right to remove any vendor from the Vendors List who defaults on a contract with the State.

**Electronic Funds Transfer:** All contractors may be required to provide banking information at the time of contract execution in order to facilitate State electronic funds transfer payments.

**Excise Taxes:** The State of Montana is exempt from Federal Excise Taxes (#81-0302402).



**Hazardous Chemical Information:** Vendors must provide one set of appropriate Material Safety Data Sheets (MSDS) and container labels upon delivery of all hazardous chemicals. All Material Safety Data Sheets and labels must be in accordance with the Occupational Safety and Health Administration's "Hazard Communication Rule."

**Inspection:** All supplies are subject to inspection and testing. Items that do not meet specifications will be rejected. Failure to reject upon receipt, however, does not relieve the vendor of liability. When subsequent tests after receipt are conducted and when such tests reveal failure to meet specifications, the State may seek damages regardless of whether part or all of the merchandise has been consumed.

**Late Bids/Proposals:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the vendor's sole risk to assure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

**New Products:** All supplies and services offered and furnished must be new and of current production unless the IFB or RFP specifically allows otherwise. Re-manufactured or re-furnished supplies are not considered new.

**Samples and/or Literature:** Any samples or descriptive literature requested in the IFB or RFP must be provided free of charge. Samples, which are not destroyed by testing, may be returned at the vendor's expense upon request. Samples submitted by successful bidders/offerors may be kept for the contract duration for comparison of shipments received.

**Specifications:** The procurement official assumes that a vendor is bidding in strict accordance with the specifications in the IFB. Any exceptions to the bid must be clearly indicated. Exceptions may be rejected. Merchandise received that does not meet the specifications will be returned at the vendor's expense.

**Vendor Protests:** To file a protest, bidders and offerors must notify the department no later than the close of business 14 calendar days after the execution of a contract. The protest must be in writing and state in detail all of the protestor's objections. If the 14th day falls on a Saturday, Sunday or legal holiday, the protest is due at the end of the next business day. In return, the department must conduct an internal review of the protest and notify the protestor in writing of the findings within 30 days of the receipt of the protest. If the decision of the department is not satisfactory, the bidder or offeror may pursue a contested case hearing within 14 days of the protest decision, pursuant to the Montana Administrative Procedures Act. It is important to note that in the event of a protest, contested case hearing or judicial review, the State is under no obligation to delay, halt, or modify the procurement process. Monetary damages of any sort are not permitted per section 18-4-242, MCA.

## STATE OF MONTANA VENDOR REGISTRATION

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Ordering Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Remitting Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

### Vendor Quote Group Selection

Please list the vendor quote group and item numbers you wish to bid. (See Vendor Quote Groups/Items listing). Attach an additional sheet if necessary.

Group \_\_\_\_\_ Item \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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Group \_\_\_\_\_ Item \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## MONTANA RESIDENT PREFERENCE AFFIDAVIT

The following section should *only* be filled out by businesses *physically located in Montana*. In certain instances, the State of Montana applies a "reciprocal" preference against non-resident bidders located in certain states. Branch offices of a Montana resident business *must* submit a separate affidavit in order to qualify for the application of a reciprocal preference.

**Type of Business Enterprise:** (Check and complete **ONLY ONE** applicable section)

☐ **Individual**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Have you been a resident of Montana 12 months prior to bidding? \_\_\_\_Y\_\_\_\_N

☐ **Partnership or Association**

List all names and addresses of all Montana resident partners or members. (Use additional sheets as necessary)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Have the majority of partners or members been residents of Montana for the last 12 months? \_\_\_\_Y \_\_\_\_N

☐ **Limited Liability Company**

List all names and addresses of all Montana resident members. (Use additional sheets if necessary)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Have the majority of all members been residents of Montana for the last 12 months? \_\_\_\_Y \_\_\_\_N

☐ **Corporation**

State of Incorporation \_\_\_\_\_

Is your company a wholly owned subsidiary of a non-Montana corporation? \_\_\_\_Y \_\_\_\_N

**Note: Only companies incorporated in Montana and not wholly owned by a non-Montana corporation are eligible to receive the Montana resident preference per section 18-1-103, MCA.**

I, \_\_\_\_\_ (name), being first duly sworn, depose and say: That I am the  
\_\_\_\_\_ (individual, partner, officer of corporation, or association officer) of the above-named  
business, and I have read the above and the information contained herein is true to the best of my knowledge, information,  
and belief.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Typed or Printed Name of Notary

Residing at \_\_\_\_\_

My Commission Expires \_\_\_\_\_

### For State Use Only

Preference: \_\_\_\_Y \_\_\_\_N \_\_\_\_Initial \_\_\_\_ Date

## **VENDOR QUOTE GROUP LISTING**

### **JUNE 2004**

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01	AGRICULTURAL	34	OFFICE SUPPLIES & EQUIPMENT
02	AC/HEATING		
03	AIRCRAFT	35	PHOTOGRAPHIC
04	APPLIANCES	36	PRINTING
05	BOOKBINDING	37	PROFESSIONAL SERVICES
06	BUILDING & CONSTRUCTION	38	RECORDING DEVICES
07	BUILDING MAINTENANCE	39	RECORDS MANAGEMENT
08	CLOTHING & SHOES	40	RECREATIONAL/SPORTS
09	COMMUNICATIONS EQUIPMENT & SERVICES	41	ROAD CONSTRUCTION
10	COMPUTING EQUIPMENT & SOFTWARE	42	SAFETY
11	COMPUTING SERVICES	43	SECURITY
12	CONTAINERS	44	SIGNAGE
13	COSMETOLOGY	45	STORAGE TANKS & RELATED
14	DRY GOODS (TEXTILES, LINENS, ETC.)	46	TESTING EQUIPMENT
15	EDUCATIONAL	47	TOOLS
16	ENGINEERING	48	TRAINING
17	ENVIRONMENTAL SERVICES	49	VEHICLES
18	FENCING	50	VENDING
19	FINANCIAL SERVICES	51	WATER EQUIPMENT
20	FIRE PROTECTION	52	WELDING
21	FOODS	53	FREIGHT/TRANSPORTATION SERVICES
22	FOREST RELATED SERVICES		
23	FUEL/ENERGY		
24	FURNITURE		
25	GROUPS MAINTENANCE		
26	HEALTH RELATED		
27	KITCHEN		
28	LABORATORY		
29	LAW ENFORCEMENT		
30	LIVESTOCK, FISH & GAME		
31	MEDIA COMMUNICATIONS		
32	MUSICAL		
33	NURSERY		

## QUOTE GROUP LISTING

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### **01 AGRICULTURAL**

- 0101 Agricultural Chemicals
- 0102 Agricultural Supplies
- 0103 Agricultural Services

### **02 AC/HEATING**

- 0201 AC/Heating Devices
- 0202 AC/Heating Accessories
- 0203 AC/Heating Systems
- 0204 Air Conditioners
- 0205 Chillers
- 0206 Fans
- 0207 Furnaces/Boilers
- 0208 AC/Heating Services

### **03 AIRCRAFT**

- 0301 Aircraft Equipment/Parts
- 0302 Helicopters
- 0303 Airplanes
- 0304 Aircraft Repair/Maintenance
- 0305 Pilot Services

### **04 APPLIANCES**

- 0401 Commercial Appliances
- 0402 Kitchen Appliances
- 0403 Laundry Appliances
- 0404 Appliance Repair/Services
- 0405 Laundry Supplies

### **05 BOOKBINDING**

- 0501 Bookbinding Supplies
- 0502 Bookbinding Services

### **06 BUILDING & CONSTRUCTION**

- 0601 Bricks
- 0602 Doors/Hardware
- 0603 Electrical Supplies
- 0604 Floor Coverings
- 0605 Glass
- 0606 Construction/Other Supplies
- 0607 Paint/Varnish & Supplies
- 0608 Plumbing Supplies
- 0609 Prefabricated Buildings
- 0610 Roofing
- 0611 Septic Supplies & Systems
- 0612 Building & Construction Services
- 0613 Water Supplies & Systems
- 0614 Windows
- 0615 Wood
- 0616 Window Coverings
- 0617 Lease/Rental

### **07 BUILDING MAINTENANCE**

- 0701 Elevator Maintenance
- 0702 Elevator Supplies
- 0703 Equipment
- 0704 Garbage Services
- 0705 Janitorial Services
- 0706 Building Supplies
- 0707 Building Maintenance
- 0708 Warehouse Equipment/Supplies
- 0709 Janitorial Supplies

### **08 CLOTHING & SHOES**

- 0801 Disposable Clothing & Shoes
- 0802 Clothing & Shoe Services
- 0803 Clothing & Shoe Supplies
- 0804 Specialized Clothing & Shoes
- 0805 Uniforms

### **09 COMMUNICATIONS EQUIPMENT & SERVICES**

- 0901 Audio/Visual Equipment
- 0902 Cellular & Wireless Phones & Services
- 0903 Facsimile Machines/Services
- 0904 Paging Services
- 0905 Radio & Microwave Systems
- 0906 Communications Equipment Supplies
- 0907 Communications Equipment Services (Maintenance, etc.)
- 0908 Telemetry Equipment
- 0909 Telephone Equipment
- 0910 Telephone Key Systems & Services
- 0911 Cable Locating & Splicing Services
- 0912 Communications Cost Management Services
- 0913 Internet Services-Dedicated & Dial-up
- 0914 Land Mobile Radio (LMR) Equipment & Services
- 0915 Local Telephone Services
- 0916 Long Distance Services
- 0917 Payphone & Inmate Services
- 0918 Public Safety Communications
- 0919 Telecommunication Cable & Wire
- 0920 Telephone PBX Systems & Services
- 0921 Video Equipment & Services
- 0922 Wireless Data Equipment & Services

## QUOTE GROUP LISTING

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### 10 COMPUTING EQUIPMENT & SOFTWARE

- 1001 Mainframe Computers
- 1002 Mid-Tier Computers
- 1003 PCs & Peripherals
- 1004 Printers
- 1005 Computing Software
- 1006 Computing Supplies
- 1007 Computing Hardware Reseller
- 1008 Computing Software Reseller

### 11 COMPUTING SERVICES

- 1101 Advisory & Research Services
- 1102 Analysis, Design & Planning Services
- 1103 Disaster Recovery & Business Continuity Services
- 1104 Document Management & Imaging Services
- 1105 GIS Services
- 1106 Internet & Electronic Commerce Services
- 1107 IT Training Services
- 1108 Mainframe Analysis & Programming
- 1109 Maintenance Services
- 1110 Microcomputer Analysis & Programming
- 1111 Mid-tier Analysis & Programming
- 1112 Network Services
- 1113 Oracle Analysis & Programming
- 1114 PeopleSoft Analysis & Programming
- 1115 Project Management Services
- 1116 Quality Assurance Services

### 12 CONTAINERS

- 1201 Barrels
- 1202 Cardboard Containers
- 1203 Metal Containers
- 1204 Plastic Containers
- 1205 Wood Containers

### 13 COSMETOLOGY

- 1301 Cosmetology Equipment
- 1302 Cosmetology Supplies
- 1303 Cosmetology Testing

### 14 DRY GOODS (Textiles, Linens, etc.)

- 1401 Dry Goods Supplies

### 15 EDUCATIONAL

- 1501 Educational Materials
- 1502 Educational Services
- 1503 Educational Testing

### 16 ENGINEERING

- 1601 Engineering Supplies
- 1602 Engineering Equipment
- 1603 Engineering Services

### 17 ENVIRONMENTAL SERVICES

- 1701 Controlled Burning
- 1702 Drilling
- 1703 Environmental Assessments
- 1704 Environmental Studies
- 1705 Hazardous Materials
- 1706 Landfill
- 1707 Mining
- 1708 Radon Testing
- 1709 Reclamation Abandoned Oil/Gas
- 1710 Reclamation Abandoned Water
- 1711 Recycling
- 1712 Septic Services
- 1713 Spraying (Insect & Rodents)
- 1714 Stream Restoration
- 1715 Waste System Analysis
- 1716 Water Treatment
- 1717 Weed Spraying
- 1718 Hydrology/Hydraulics/Hydrogeology
- 1719 Air Quality Inventories/Monitoring
- 1720 Bioassay

### 18 FENCING

- 1801 Electrical Fencing
- 1802 Metal/Wire Fencing
- 1803 Fencing Services
- 1804 Fencing Supplies
- 1805 Wood Fencing

### 19 FINANCIAL SERVICES

- 1901 Banking
- 1902 Bonding
- 1903 Collection
- 1904 Financing
- 1905 Investments
- 1906 Procurement/Credit Cards
- 1907 Statistical
- 1908 Insurance

### 20 FIRE PROTECTION

- 2001 Fire Protection Equipment
- 200101 Fire Protection Equipment, Water Tanks
- 200102 Fire Protection Equipment, Water Pumps
- 200103 Fire Protection Equipment, Tool Boxes
- 2002 Fire Protection Supplies
- 2003 Fire Protection Services

## QUOTE GROUP LISTING

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### 21 FOODS

- 2101 Meats
- 2102 Non-Perishable
- 2103 Perishable
- 2104 Food Services

### 22 FOREST RELATED SERVICES

- 2201 Logging/Cutting/Thinning
- 2202 Plotting
- 2203 Tree Planting
- 2204 Studies
- 2205 Surveying
- 2206 Timber Marking/Cruising
- 2207 Cone Collection
- 2208 Excavator Piling
- 2209 Dozer Piling
- 2210 Tree Netting
- 2211 Seedling Production
- 2212 Road Brushing
- 2213 Road Maintenance

### 23 FUEL/ENERGY

- 2301 Electricity
- 2302 Fleetcard Services
- 2303 Natural Gas
- 2304 Propane
- 2305 Fuel/Energy Services
- 2306 Solar Energy
- 2307 Fuel/Energy Equipment & Supplies
- 2308 Bulk Gasoline/Diesel

### 24 FURNITURE

- 2401 Custom Furniture
- 2402 Hospital Furniture
- 2403 Laboratory Furniture
- 2404 Metal Furniture
- 2405 Modular Furniture
- 2406 Furniture Repairs
- 2407 Wood Furniture
- 2408 Mattresses

### 25 GROUNDS MAINTENANCE

- 2501 Chemical Deicer
- 2502 Grounds Equipment
- 2503 Grounds Supplies
- 2504 Grounds Maintenance
- 2505 Parking Lot Maintenance
- 2506 Snow Removal

### 26 HEALTH RELATED

- 2601 Audiology
- 2602 Dental
- 2603 Drug & Alcohol Testing & Supplies
- 2604 Health Facilities Management
- 2605 Hospital Equipment
- 2606 Hospital Supplies
- 2607 Institutional Equipment
- 2608 Institutional Supplies
- 2609 Medicaid Analysis & Audit
- 2610 Medicaid Billing
- 2611 Medicaid Services
- 2612 Medical Research
- 2613 Nursing
- 2614 Paternity Testing
- 2615 Pharmaceuticals
- 2616 Health Related Supplies
- 2617 Health Related Services

### 27 KITCHEN

- 2701 Dishes
- 2702 Disposable Dishes/Utensils
- 2703 Kitchen Equipment
- 2704 Kitchen Utensils/Supplies

### 28 LABORATORY

- 2801 Laboratory Chemicals
- 2802 Laboratory Equipment
- 2803 Laboratory Supplies
- 2804 Laboratory Services

### 29 LAW ENFORCEMENT

- 2901 Law Enforcement Equipment
- 2902 Law Enforcement Supplies
- 2903 Law Enforcement Services

### 30 LIVESTOCK, FISH & GAME

- 3001 Animals/Fish
- 3002 Game Damage Services
- 3003 Livestock Equipment
- 3004 Livestock Food
- 3005 Livestock Supplies
- 3006 Livestock Services

### 31 MEDIA COMMUNICATIONS

- 3101 Media Advertising
- 3102 Film & TV Production
- 3103 Public Relations
- 3104 Telemarketing
- 3105 Convention/Trade Show Materials

## QUOTE GROUP LISTING

<b>32 MUSICAL</b> 3201 Musical Equipment 3202 Musical Services 3203 Musical Supplies	<b>Envelopes</b> 360301 Commercial Envelopes 360302 Custom Envelopes 360303 Catalog, Clasp, Interoffice, Coin Envelopes 360304 Tyvek Envelopes 360305 Invitation, Announcement, Cabinets 360306 Shipping Tags
<b>33 NURSERY</b> 3301 Plants/Trees 3302 Nursery Equipment 3303 Nursery Supplies 3304 Specialized Nursery 3305 Nursery Services	<b>Decals</b> 360401 Self Adhesive Decals 360402 Gummed Decals 360403 Water Soluble Decals 360404 Pre-printed Address Labels 360405 Validation Decals
<b>34 OFFICE SUPPLIES &amp; EQUIPMENT</b> 3401 Duplication Equipment 3402 Office General Supplies 3403 Ink Products 3404 Mailroom Equipment/Supplies & Services 3405 Office Mechanical Equipment 3406 Office Paper Products 3407 Office Equipment Maintenance 3408 Photocopiers	<b>Binders/Folders</b> 360501 Poly Vinyl Binders 360502 Polyethylene Binders 360503 Press Board Binders 360504 Tabbed Dividers 360505 Portfolio Covers 360506 Pad Holder 360507 File Folders & Jackets
<b>35 PHOTOGRAPHIC</b> 3501 Photographic Equipment 3502 Photographic Supplies 3503 Photographic Maintenance	<b>Tickets</b> 360601 Booked Tickets 360602 Event Tickets 360603 Passes
<b>36 PRINTING</b> <b>Commercial Printing</b> 360101 Quick Print, Duplicating 360102 Class 1-Flat 360103 Class 2-Finished 360104 Class 3-Bound 360105 Class 4-Long Run-High Quality 360106 Income Tax Booklets 360107 College Catalogs 360108 Newspapers, Tabloids 360109 Laws 360110 Map Printing 360111 Art Reproductions <b>Forms</b> 360201 Continuous Forms (Computer Forms) 360202 Data Mailers 360203 Unit Set Forms 360204 Titles & Certificates 360205 Optical Read Forms 360206 Checks 360207 Tax Forms	<b>Specialty Products/Services</b> 360701 Grocery/Merchandise Paper Bags 360702 Prescription Bags 360703 Plastic Bags 360704 Corrugated Boxes/Paper Boxes 360705 Credit/ID Cards 360706 Diplomas & Diploma Cases 360707 Napkins 360708 Fleet Signs 360709 Laboratory & Hospital Tapes & Labels 360710 Cartography 360711 Diazo Reproduction 360712 Foil Stamping & Embossing 360713 Silk Screening 360714 Spiral Binding 360715 Laminating 360716 Calligraphy 360717 Composition/Prepress 360718 Illustrative Art (Line) 360719 Fine Art 360720 Labeling/Mailing 360721 Engineering Photo Copying 3608 Printing Supplies 3609 Printing Equipment 3610 Printing Equipment Maintenance



## QUOTE GROUP LISTING

### 37 PROFESSIONAL SERVICES

- 3701 Accounting Services
- 3702 Actuarial Services
- 3703 Architecture Services
- 3704 Auctioneering Services
- 3705 Auditing Services
- 3706 Business Management Services
- 3707 Claims Adjuster Services
- 3708 Economic Assessment Services
- 3709 Energy Assessment Services
- 3710 Facilitator Services
- 3711 Flagging Services
- 3712 Food Stamp Issuance Services
- 3713 Grant Writing Services
- 3714 Hearings Officer Services
- 3715 House/Building Moving Services
- 3716 Legal Services
- 3717 Market Research Services
- 3718 Mass Transportation Services
- 3719 Mobile Home Transport Services
- 3720 Moving/Relocating Services
- 3721 Polling Services
- 3722 Private Investigator Services
- 3723 Process Server Services
- 3724 Real Estate Appraisal Services
- 3725 Surveyor Services
- 3726 Temporary Employment Services
- 3727 Transportation of Hazards Services
- 3728 Veterinarian Services
- 3729 Editing & Writing Services
- 3730 Graphic Arts/Publishing Services
- 3731 Mediation Services
- 3732 Library Subscription Services
- 3733 Personnel Services
- 3734 Event Planning & Management Services
- 3735 Aerial Photography Services
- 3736 Aquatic Biology Services
- 3737 Disabled Persons Equipment, Supplies, & Services
- 3738 Translation Services

### 38 RECORDING DEVICES

- 3801 Amplification Devices
- 3802 Recording Device Controls
- 3803 Logging Devices
- 3804 Scale Devices
- 3805 Surface Recording Devices
- 3806 Weather Devices

### 39 RECORDS MANAGEMENT

- 3901 Records Management Equipment
- 3902 Records Management Supplies

- 3903 Records Management Services

### 40 RECREATIONAL/SPORTS

- 4001 Recreational/Sports Equipment
- 4002 Recreational/Sports Supplies
- 4003 Recreational/Sports Services
- 4004 Campground Equipment & Supplies

### 41 ROAD CONSTRUCTION

- 4101 Aggregate
- 4102 Asphalt
- 4103 Asphalt Mix Materials
- 4104 Road Construction Equipment
- 4105 Road Construction Materials
- 4106 Road Construction Maintenance
- 4107 Traffic Line Markings

### 42 SAFETY

- 4201 Safety Equipment
- 4202 Safety Supplies
- 4203 Safety Services

### 43 SECURITY

- 4301 Armed Security
- 4302 Mobile Security
- 4303 Security Equipment/Supplies
- 4304 Security Systems

### 44 SIGNAGE

- 4401 Badges
- 4402 Building Signs
- 4403 Highway Signs
- 4404 Sign Maintenance
- 4405 Sign Materials
- 4406 Mechanical Signs
- 4407 Sign Services
- 4408 Traffic Control Equipment (All Types)
- 4409 Traffic Control Equipment Maintenance

### 45 STORAGE TANKS & RELATED

- 4501 Fiberglass Storage Tanks
- 4502 Fuel Dispensing Equipment
- 4503 Storage Tank Maintenance
- 4504 Metal Storage Tanks
- 4505 Removable Storage Tanks
- 4506 Storage Tank Services
- 4507 Underground Storage Tanks

### 46 TESTING EQUIPMENT

- 4601 Testing Equipment
- 4602 Testing Equipment Maintenance
- 4603 Testing Equipment Supplies
- 4604 Testing Equipment Services

## QUOTE GROUP LISTING

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### **47 TOOLS**

- 4701 Carpentry Tools
- 4702 Heavy Construction Tools
- 4703 Mechanical Tools

### **48 TRAINING**

- 4801 Training Materials
- 4802 Training Services

### **49 VEHICLES**

- 4901 ATV/Snowmobiles & Equipment
- 4902 Boats/Motors
- 4903 Cars, Trucks, & Vans
- 4904 Heavy Duty Trucks >1 Ton
- 4905 Heavy Equipment
- 4906 Implement, Agriculture, & Accessories
- 4907 Mass Transportation
- 4908 Motorcycles
- 4909 Repairs/Maintenance
- 4910 Trailers (All Types)
- 4911 Shop Equipment
- 4912 Specialized Vehicles
- 4913 Vehicle Accessories
- 4914 Vehicle Light Bars

### **50 VENDING**

- 5001 Amusement Vending
- 5002 Food & Beverage Vending
- 5003 Vending Services & Maintenance

### **51 WATER EQUIPMENT**

- 5101 Water Coolers
- 5102 Drinking Water Systems
- 5103 Irrigation Systems & Pumps
- 5104 Water Pumps
- 5105 Water Purification
- 5106 Water Services

### **52 WELDING**

- 5201 Welding Equipment
- 5202 Welding Supplies
- 5203 Welding Services

### **53 FREIGHT/TRANSPORTATION SERVICES**

- 5301 Parcel Delivery Services
- 5302 Freight Services